

**City and County of Honolulu**  
**Clean Water and Natural Lands Commission**  
**2009-2010 CLEAN WATER AND NATURAL LANDS FUND**  
**APPLICATION**

**Forms and required documents must be emailed, postmarked, or hand delivered by**

**September 30, 2009, 4:30 p.m. HST to:**

Clean Water and Natural Lands Commission

530 S. King Street, Room 202

Honolulu, Hawaii 96813

Web Address: [www.co.honolulu.hi.us/Council/cwnl.htm](http://www.co.honolulu.hi.us/Council/cwnl.htm)

Email: [cclbc@honolulu.gov](mailto:cclbc@honolulu.gov)

## **I. GUIDELINES FOR APPLICANTS**

### **A. Commission Criteria Used In Formulating Recommendations on Fund Expenditures**

The Clean Water and Natural Lands Commission (“Commission”) evaluates applications requesting funding for proposed land acquisitions from the City and County of Honolulu’s Clean Water and Natural Lands Fund (“Fund”). Upon completing its review, the Commission will forward its recommendations on proposed projects and fund expenditures to the City Council based on the applications and information it has received. Only the City Council can select and approve proposed projects and will do so as part of its annual budget process in light of recommendation made by the Commission. The Commission will use the following standards and guidelines in making its recommendations to the City Council.

#### *Purposes of the Funds*

The Clean Water and Natural Lands Fund has seven purposes as stated in the Revised Charter of Honolulu, Section 9-204(2), the Revised Ordinances of Honolulu, Section 6-62, and Resolution 07-355 CD1. They are:

- Protection of watershed lands to preserve water quality and water supply;
- Preservation of forests, beaches, coastal areas and agricultural lands;
- Public outdoor recreation and education, including access to beaches and mountains;
- Preservation of historic or culturally important land areas and sites;
- Protection of significant habitats or ecosystems, including buffer zones;
- Conservation of land in order to reduce erosion, floods, landslides, and runoff;
- and
- Acquisition of public access to public land and open space.

The Commission has created a scoring “matrix” to evaluate applications in accordance with each of these seven purposes. A copy of the Matrix is posted on the Commission’s web site <http://www.honolulu.gov/council/cwnl.htm>. Applicants should address how they intend to meet or achieve each of these purposes throughout the application.

### *Additional Factors*

The Commission will also consider additional factors in reviewing applications and making its recommendation to the Council. These factors are, in no particular order, (a) whether or not the opportunity for acquisition is urgent; (b) matching funds contributed or pledged by other sources; (c) consistency of the project with the other stated priorities of the City and County of Honolulu; (d) need and ability to satisfy the project's long-term maintenance and stewardship, including burdens on the City; and (e) geographic diversity among Council districts. Applicants should also address these factors specifically in their application.

### *Recommendations to Council*

After completing its review of applications, the Commission will rank the submitted proposals according to the priorities indicated above and suggest a recommended funding level. The Commission will then forward all applications along with its recommended rankings to the City Council. Once the Commission's recommendation has been submitted to the Council, the Commission will be available to answer questions and clarify any issues the City Council regarding the review process, but otherwise will have completed its tasks and responsibilities for that cycle of funding. The Council, not the Commission, is responsible for the final selection of projects to be included in the city budget.

- B. Accurate and complete information.** The Commission will review all applications for accuracy and completeness. Any missing required information or inaccurate information may result in the rejection of an application.
- C. Public record.** All applications and any subsequent information provided by applicants to the Clean Water and Natural Lands Commission shall be considered public record.
- D. Matching Funds and Verification.** If matching funds are used, they may be in the form of direct monies, a combination of public and private funds, land value donation, in-kind contributions, or any combination thereof. An entity may apply for funds while other applications are pending. Verification may be copies of grant applications submitted to other sources (and the status of these applications), contact information, or award letters.
- E. Title report.** Any title reports, if available, concerning the subject property should be included with the application.
- F. Appraisal report.** Any appraisals, if available, concerning the subject property should be included with the application.
- G. Other documents.** Other documents verifying information included in the application or deemed necessary by the Clean Water and Natural Lands Commission may be requested.

## **II.**

### **APPLICATION PACKAGE**

Include the following required documents in the Application. If the documents are not attached, explain why. (Use font not smaller than 12-point, Times New Roman for PDF fill, and single-spaced pages with 1" margins for any separate attachments.)

☐ Application

Maps: ☐ General location map

☐ Topographic map (e.g., USG quad map) with project delineated, and

☐ Parcel map

☐ At least one, but not more than five photos of the property

☐ Any concise and relevant appended/supplementary materials

☐ Letters from the current and intended holder of the property interest that state a willingness to participate

For nonprofit land conservation organizations

☐ mission statement, and

☐ IRS 501 (c) (3) or (c) (1) non-profit status determination letter

Explain any omitted documents:

**CERTIFICATION:** *I/We hereby certify that (1) the statements and information contained in this Clean Water and Natural Lands Fund Application, including all attachments, are true and accurate to the best of my/our knowledge and understand that if any statements are shown to be false or misrepresented, this application may be rejected; and that (2) applicant is aware of, and consents to, public disclosure of the application in accordance with the State Uniform Information Practices Act, H.R.S. Chapter 92F.*

\_\_\_\_\_  
Name (type/print)

\_\_\_\_\_  
Title

(An authorized person must sign here, such as the applicant's executive director, county commission chairperson, or agency director.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION A. APPLICANT INFORMATION

Agency/Organization Name:	
Mailing Address (P.O. Box or Street, City, State, Zip):	
Contact Person and Title:	
Phone Numbers (work, cellular):	
Email Address:	
Agency/Organization Website (include URL to any specific pages regarding this project):	
Attach a statement no longer than 3 paragraphs describing your organization's expertise and experience with similar land acquisitions:	

## SECTION B. TYPE OF ACQUISITION

1. We are requesting funding for the acquisition of:

Fee Simple Interest in Private Land:	<input type="checkbox"/>
Permanent Conservation Easement:	<input type="checkbox"/>
Additional description, if needed:	

2. We intend for the property interest to be held by:

City and County of Honolulu:	<input type="checkbox"/>
State of Hawai'i:	<input type="checkbox"/>
Other (indicate individual(s) or entity and %) or additional description, if needed:	

## SECTION C. DESCRIPTION OF LAND

1. Describe the location of the property including ahupua`a (e.g., “Wai`anae, in ahupua‘a of Nānākuli, mauka of highway, O`ahu”):

Attach:

- ☐ General location map
- ☐ Topographic map (e.g., USG quad map) with project delineated, and
- ☐ Parcel map

2. Tax Map Key(s) [use the following format: (1) 2-003:004]:

3. City Council District:

4. Size of property (indicate acreage or square footage):

5. List easement(s) located on the property (e.g., vehicular, pedestrian, beach access, utility, water):

6. Describe the terms and scope of the public access to the property or easement:

7. Describe how fee title is held (including percentage of ownership, if any):

Attach a preliminary title report: ☐

8. Provide the following land use information:

State Land Use Designation (include subzone if applicable):

County Zoning:

County General/Community Plan Designation:

Flood Zone Designation:

9. Is the property located in a Special Management Area? ☐

Explanation, if needed:

10. Describe any structures on the property, including size, location, use, condition:

11. List all adjacent landowners and indicate if they have been consulted about the project:

12. Describe all current and past uses of the property (include neighboring properties, if relevant):

13. What types of surveys or documented analyses, if any, have been conducted regarding the property (e.g., environmental assessments, cultural assessments, environmental impact statements, biological field surveys, archaeological surveys, Special Management Area permit applications, geological hazard assessment, etc.)?

#### **SECTION D. RESOURCE PURPOSES**

The applicant proposes that the property be acquired for the following purpose(s) identified in Revised Ordinances of Honolulu § 6-62.2 and City Council Resolution 07-355 CD 1 (check all that apply and provide more detailed information regarding the checked purpose(s) below):

- 1 ☐ Protection of watershed lands to preserve water quality and water supply.
- 2 ☐ Preservation of forests, beaches, coastal areas, and agriculture lands.
- 3 ☐ Public outdoor recreation and education, including access to beaches and mountains.
- 4 ☐ Preservation of historically or culturally important land areas and sites.
- 5 ☐ Protection of significant habitats or ecosystems, including buffer zones.
- 6 ☐ Conservation of land in order to reduce erosion, floods, landslides, or runoff.
- 7 ☐ Acquisition of public access to public land and open space.

1. Protection of watershed lands to preserve water quality and water supply. Describe the watershed values of this property, including how the acquisition will achieve the protection of groundwater and surface water quantity and/or quality that is conducive to recharging groundwater aquifers (e.g., +/- 60 inch isohyet, elevation gradient, type/condition of vegetation, presence of perennial or ephemeral streams or drainage channels, other water bodies, etc.):

2. Preservation of forests, beaches, coastal areas, and agriculture lands. Describe how the acquisition will preserve forests, beaches, coastal areas (including near-shore marine resources), or agricultural lands.

3. Public outdoor recreation and education, including access to beaches and mountains. Describe how the acquisition will help preserve public outdoor recreation and educational opportunities, which may include parks, beaches, or interpretive trails, and/or access to such opportunities.

4. Preservation of historically or culturally important land areas and sites. Describe how the acquisition will preserve historic and/or important cultural sites and lands, including ancient Hawaiian archaeological sites. Priority will be given to acquisitions that preserve important ancient Hawaiian sites (such as heiau, ko`a, house sites, or petroglyphs for preservation and/or cultural purposes), or for property that is actively used for traditional and customary Hawaiian cultural practices. Next priority will be given to acquisitions that preserve historical (i.e., post-Contact) sites.



5. Protection of significant habitats or ecosystems, including buffer zones. Describe how the acquisition protects significant habitats or ecosystems, including buffer zones, and whether there is substantial, significant, or minimal presence of: native-dominated plant cover, endangered or threatened species, critical habitat, or species of greatest conservation need.

6. Conservation of land in order to reduce erosion, floods, landslides, or runoff. Describe how the acquisition achieves conservation and reclamation of land that would reduce erosion from runoff, slippage from landsliding, flood protection, and possible protection of buffer zones from rockfall hazards.

7. Acquisition of public access to public land and open space. Describe how the acquisition provides public access to public land and open space for public enjoyment, including whether the acquisition would secure important and critical access that has not previously existed, secures and protects additional access easements, or expands already sufficient access.

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**SECTION E. ENVIRONMENTAL HAZARDS**

1. If there are suspected or potential hazards associated on or related to this property, check all the following that apply and describe each:

There are no known hazards:	<input type="checkbox"/>
The property is a designated brownfield (former industrial use):	<input type="checkbox"/>
There has been illegal dumping/hazardous materials:	<input type="checkbox"/>
The property is prone to flooding or is a natural drainage basin:	<input type="checkbox"/>
The property is prone to falling rocks or other geological hazards:	<input type="checkbox"/>
The features of the property's surface are potentially hazardous (i.e., uneven, rocky, or fallow terrain, overgrowth of flora, etc.):	<input type="checkbox"/>
Other suspected or potential hazards:	<input type="checkbox"/>
Describe any checked information:	

**SECTION F. FUNDING REQUEST**

1. What is the fair market value of the fee simple property?

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2. What is the fair market value of the conservation/agricultural easement?

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3. How were the estimated values determined? (Use following chart)

	<u>Fee Simple</u>	<u>Easement</u>
Appraisal Report (indicate date & author of report)		
Current County Tax Assessed Value		
Other (please specify)		

4. Is the property or easement currently listed for sale or has it been listed for sale within the past two years?  
If so, provide asking price.

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5. What is the total estimated cost for the acquisition? (Use following chart)

Estimated Acquisition Cost Worksheet				
Expense Item	Estimated Cost	% of Costs to be Paid by:		
		Land Owner	Applicant	Other (specify)
Appraisal report				
Title report				
Property survey				
Subdivision				
Environmental investigation				
Other:				

Other:				
Subtotal:	\$			
Estimated Value of Property	\$			
<b>Total Anticipated Cost of Acquisition</b>	\$	%	%	%

6. What are the anticipated matching funds, if any? (Use following chart)

Estimated Matching Funds Worksheet			
Type	\$ Amount	Source of Funds or Basis of Valuation	Status (Secured/Pending)
Private funds			
Public/other funds			
Public/other funds			
Public/other funds			
Land value donation (can include bargain sale reduction in price from fair market value)			
In-kind contributions			
<b>TOTAL MATCHING FUNDS</b>	\$ ( )%		
<b>AMOUNT REQUESTED FROM CWNL FUND</b>	\$ ( )%		
<b>TOTAL ANTICIPATED COST OF ACQUISITION</b>	\$ ( 100 )%		

7. Provide an estimated timeline for the acquisition and indicate any urgency of your request.

## SECTION G. PROJECT IMPORTANCE

Answer the questions below in the space provided; attach additional sheets (no longer than two single-spaced pages total) only if necessary.

1. Briefly describe the overall significance and importance of the property and/or easement.

2. Identify any conditions that threaten the significance and importance of the subject site. This may include anticipated uses of neighboring lands, or environmental conditions (e.g., sedimentation, runoff, invasive species, conflicting activities, proposed development, etc.).

3. Describe the consistency of the acquisition with the other stated priorities of the City and County of Honolulu.

4. Describe any other issues related to the acquisition of which the Commission or Council should be made aware during their review process:

## **SECTION H. STEWARDSHIP AND MANAGEMENT**

Answer the questions below in the space provided; attach additional sheets (no longer than one single-spaced page total) only if necessary.

1. Briefly describe the proposed use of the acquired property or easement including any short and long term goals, resource management plan, sources of start up funding, and operation and maintenance funding. Disclose any intended commercial uses. What entity (if not the applicant) will manage the property/easement? Describe the expertise and experience of the managing entity.

2. Describe the potential obligations (e.g., financial, staffing) of the City and County of Honolulu, if applicable.

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*Thank you for your application to the Clean Water and Natural Lands Fund.*

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